

# Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

## Microsoft Word 2016 (Level 2)

### Course Overview

After you master the basics of using Microsoft Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you are ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

### Target Audience

This course is designed for delegates who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

### Prerequisites

Prior knowledge of Microsoft Word or completion of Microsoft Word 2016 (Level 1) course.

### Duration

- 1 Day



## Course Outline

### Module 1: Organising content using tables and charts

- Sort table data.
- Control cell layout.
- Perform calculations in a table.
- Create a chart.
- Add an excel table to a word document (optional).

### Module 2: Customising formats using styles and themes

- Create and modify text styles.
- Create custom list or table styles.
- Apply document themes.

### Module 3: Inserting content using quick parts

- Insert building blocks.
- Create and modify building blocks.
- Insert fields using quick parts course outline.

### Lesson 4: Using templates to automate document formatting

- Create a document using a template.
- Create a template.
- Manage templates with the template organizer.

### Lesson 5: Controlling the flow of a document

- Control paragraph flow.
- Insert section breaks.
- Insert columns.
- Link text boxes to control text flow.

### Lesson 6: Simplifying and managing long documents

- Insert blank and cover pages.
- Insert an index.
- Insert a table of contents.
- Insert an ancillary table.
- Manage outlines.
- Create a master document.

### Lesson 7: Using mail merge to create letters, envelopes, and labels

- The mail merge feature.
- Merge envelopes and labels.